

Approved Minutes  
**Nevada State Emergency Response Commission**  
Policy Committee  
Professional Engineers & Land Surveyor's State Board  
1755 E. Plumb Lane  
Reno, Nevada  
March 9, 2005

**Members Present**

Jim O'Brien  
Jolaine Johnson  
B. Jim Reagan  
Larry Farr  
Richard Mirgon

**Guests**

Lawrence Jacobsen  
Susan Crowley

**Staff**

Karen Kennard  
Cheryl Folkers  
Glade Myler

**I. Call to Order**

Jim O'Brien called the meeting to order at 9:08 a.m.

**II. Introductions**

A roll call was taken of the Committee members to determine a quorum. A quorum was present. Introductions of staff and guests were made around the room as shown above.

**III. Old Business**

**A. Approval of the January 13, 2005 meeting minutes**

Richard Mirgon motioned to approve the minutes of the January 13, 2005 meeting. B. Jim Reagan seconded the motion which was approved unanimously.

**B. Discussion/Recommendation on possible revision of SERC Policy 8.1, "Annual Hazardous Materials Response Plan Review," to include a requirement to which the Planning and Training Subcommittee will review the exercise form submitted by LEPCs**

Karen Kennard, Executive Director of SERC, stated this policy was discussed in the last Policy Committee meeting in regards to the outcome of failing to file an exercise form or properly exercise the plan. After discussion Mr. Reagan motioned to add language to A.2 under Policy to include, "Non-Compliance will result in notification by SERC and will result in suspension of current unencumbered grant funds and ineligibility for future grant funds until program is deemed compliant." Mr. Mirgon seconded the motion which was approved unanimously.

Jolaine Johnson motioned to add the same language in A.2 to B.3 under procedures. Mr. Reagan seconded the motion which was approved unanimously.

Mr. Mirgon motioned to accept bold language under "Principle" as written. Mr. Farr seconded the motion which was approved unanimously.

Mr. Farr motioned to accept the bold language under Policy to include the amendment of added language to A.2 as previously approved by the Policy Committee. Ms. Johnson seconded the motion which was approved unanimously.

Ms. Johnson motioned to accept bold language under the Procedures including the language previously adopted for part B.3. Mr. Mirgon seconded the motion which was approved unanimously.

Mr. Farr motioned to recommend policy 8.1 as approved to the SERC for their approval. Mr. Reagan seconded the motion which was approved unanimously.

#### **IV. New Business**

##### **A. Discussion on proposed SERC policy 8.12 to provide grantees with an appeal process**

Ms. Kennard stated this policy was just drafted. Glade Myler, Sr. Deputy Attorney General, had provided information to help with the drafting of this policy. After review of the policy Mr. Mirgon motioned to recommend the policy, with changes to the pronoun “he” making the policy “politically correct,” to the SERC for approval. Mr. Farr seconded the motion which was approved unanimously.

##### **C. Discussion on policy to allow awarding of available Hazardous Materials Emergency Preparedness (HMEP) grant funds throughout the year**

Ms. Kennard stated this is in reference to SERC policy 8.2. A paragraph was added to 1.b of the policy to address this issue. Mr. Farr motioned to table this Policy till the next meeting. Ms. Johnson seconded the motion. This motion was not approved. Mr. Reagan motioned to amend policy 8.2 under Policy section 1.b paragraph four to read “After the initial open grant application cycle and award of subgrants, eligible applicants may submit a supplemental grant application for grant awards any time throughout the remainder of the federal grant period. Available, unobligated funds may be awarded for supplemental grants applications by the SERC.” Mr. Mirgon seconded the motion. Mr. Reagan amended his motion to replace the word “supplemental” with “additional.” Mr. Mirgon seconded the motion. Mr. Reagan amended his motion for the second time to take out the word “additional” and to add the word “for” between “period” and “available.” Mr. Mirgon suggested to have staff come up with the appropriate language and the procedure to apply the policy. Mr. Reagan motioned to have section 1.b language to read as previously discussed and to direct staff to provide the appropriate language and to develop an appropriate procedure for the policy and bring the policy back to the Committee for approval. Mr. Mirgon seconded the motion which was approved unanimously.

**D. Discussion on developing a policy regarding reimbursement of grant funds to LEPCs for training that was not attended**

After a brief discussion Mr. Farr motioned to have staff draft a policy for the Committee's review regarding non-reimbursement of grant funds for training which was not attended. Ms. Johnson seconded the motion which was approved unanimously.

**E. Discussion on developing a policy regarding reimbursement of mileage and per diem expenses at state rate or local rate**

This concern was brought up due to a notice which was sent to the LEPCs stating the rate for reimbursement of mileage had increased. The notice also stated if someone uses their own vehicle for personal reasons, the state would only pay half of the reimbursement amount. There was discussion on when someone should be reimbursed mileage when using their personal vehicle for travel. There was also discussion on the reimbursement of per diem expenses at the state or local rate. There was no action taken on this item.

**F. Discussion/Recommendation to the SERC regarding possibly entering into interlocal agreement with the Division of Emergency Management (DEM) consistent with NRS 414.040 regarding SERC serving in an advisory capacity to DEM in all hazards integrated emergency management through each of the phases: mitigation, preparedness, response and recovery**

Mr. O'Brien stated he spoke to Frank Siracusa in regards to SERC being an advisory committee to DEM with their all hazards integrated emergency management program. Mr. Mirgon suggested this request should come from Mr. Siracusa. Mr. O'Brien stated he would relay the Committee's comments to Mr. Siracusa. No action was taken.

**IV. Public Comments**

Ms. Kennard stated there were new LEPC chairs in Elko, Humboldt, Lyon and Nye County.

Mr. O'Brien stated he had received a call complimenting Ms. Kennard on her professionalism at the Regional Response Team.

**V. Adjournment**

Mr. Farr motioned to adjourn at 10:50 a.m.